
SECTION 1

PROJECT SUMMARY & TIMETABLE

1.1 SUMMARY

- A. Northville Public Schools (the "Owner") is soliciting Bids until **2:00 PM, July 16, 2025 (the "Due Date")** for the purchase of an on-premise VoIP Telephone System (VTS) upgrades for the following locations include:
1. Amerman Elementary School
 2. Moraine Elementary School
 3. Ridge Wood Elementary School
 4. Silver Springs Elementary School
 5. Thornton Creek Elementary School
 6. Winchester Elementary School
 7. Hillside Middle School
 8. Meads Mill Middle School
 9. Northville High School
 10. Cooke School
 11. Old Village School
 12. Technology & Operations Building
 13. Transportation Building
- B. All questions and correspondence concerning this Request for Bid ("RFB") should be submitted to Rob Richcreek Wright & Hunter, Inc. Address all correspondence and questions to richcreek@wrighthunter.com.
- C. Sealed Bids will be received at the Owner's office up until the Due Date for submission of Bids noted above.
- D. The Owner reserves the right to accept or reject any and all Bids, either in whole or in part, to waive any informalities or irregularities therein, and to award the Contract to other than the Bidder(s) submitting the best financial Bid (low bidder), in its sole and absolute discretion. The Owner may award a contract to a single prime Contractor for all elements for the entire Project or may award any of the elements separately.
- E. Contractors must submit a single Bid for all of the elements described in this RFB. No Bid may be withdrawn after the Due Date for the receipt of Bids for at least ninety (90) days.
- F. The formal Bids to be received will be evaluated by several criteria including but not limited to cost, concurrence with technical specifications and requirements, with priority on a timely installation schedule.

1.2 INTRODUCTION

- A. The intent of this RFB is to secure under contract, all labor, materials, equipment and services of every kind necessary for the proper installation and maintenance of SEC in accordance with the technical specifications included in this RFB and all applicable codes and standards.
- B. This RFB solicits Bids for VoIP Telephone System to meet the current and projected needs of the Owner.

1.3 STATEMENT OF PURPOSE

- A. This RFB solicits Bids for the following major elements as detailed in the specifications section:
1. IP Telephone Handsets
 2. IP Telephone Handsets Expansion Modules
 3. IP Voice Gateways
 4. IP Conference Telephones
 5. An Enhanced 911 (E911) for a complete rebuild including but not limited to, setup, programming, verification all telephones are identified in the rooms accurately, and all telephones are assigned to the appropriate zones for E911 compliance. All updates must be in the Cisco Emergency Responder and AT&T database.
 6. After all telephone system upgrades, Contractor shall coordinate with Plymouth Township, Northville Township, Novi Township, and City of Northville and call 911 from two (2) random rooms in each building to verify E911 compliance.
 7. Upgrade all existing Cisco VoIP Telephone System components, virtual machines, and new equipment to the latest software version.
 8. Unboxing, assembly, install label with room number and extension, install asset tag and register in District asset database, and placement of all new telephones in the appropriate rooms.
 9. Utilize existing patch cable from wall to new telephone and telephone to computer at each location.
 10. Removal and recycling of all existing telephones and any other equipment being replaced.
 11. System testing, documentation, and warranty.
 12. All equipment materials, labor, and services not specifically mentioned or shown, which may be necessary to complete or perfect all parts of the installation.

1.4 TIMETABLE

- A. The anticipated timetable of key dates for this RFB are as follows:
- | | |
|----------------------------------|---------------------------|
| 1. RFB Available for Contractors | June 18, 2025 |
| 2. Contractor Questions Due | June 30, 2025 by 12:00 PM |
| 3. Contractor Answers Due | July 8, 2025 by 5:00 PM |
| 4. Bids Due | July 16, 2025 at 2:00 PM |
| 5. Post Bid Interviews | July 22, 2025 |
| 6. Award to Contractor | August 29, 2025 |
| 7. Start Date | September 2, 2025 |
| 8. Completion Date | December 19, 2025 |

1.5 PRE-BID CONTRACTORS' MEETING

- A. None.

1.6 WORK HOURS

- A. General
1. All Work during the school year shall be performed from 3:30 PM to 11:00 PM.
 2. See Section 4.18.H for building dismissal times.

1.7 FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

- A. As required by Public Act 232 of 2004, all Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the Contractor and any member of the Northville Public Schools board, or the superintendent of the School District.
- B. The Owner will not award a bid from a Contractor that does not submit this sworn and notarized disclosure statement.

1.8 IRAN ECONOMICS SANCTIONS ACT

- A. As required by the Iran Economic Sanctions Act, Public Act 517 of 2012, all Bids shall be accompanied by a sworn and notarized statement certifying that the Contractor is not an "Iran linked business" within the meaning of Act.
- B. The Owner will not award a bid from a Contractor that does not submit this sworn and notarized disclosure statement.

1.9 CRIMINAL BACKGROUND CHECK

- A. All Bids shall be accompanied by a sworn and notarized statement certifying that the Contractor has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool ("ICHAT") check, for all of its owners, employees, agents, representatives, contractors and/or other personnel who will be on any School District premises to carry out the services contemplated by the Contract Documents.
- B. The Owner will not award a bid from a Contractor that does not submit this sworn and notarized disclosure statement.

SECTION 2

CONTRACTOR INFORMATION & BIDDING PROCEDURES

CONTRACTOR INFORMATION

2.1 CONTRACTOR RESPONSIBILITY

- A. At the time of the Bid opening, each Contractor shall have examined the premises and sites to compare them with this RFB Documents.
- B. Failure or omission of any Contractor to examine any form, instrument or document contained in this RFB shall in no way relieve any Contractor from any obligation with respect to their Bid. No allowances or extra payment will be made to a Contractor for failure to comply with the provisions of this Section, or by reason of error or oversight on the part of the Contractor.
- C. It is understood, and the Contractor hereby agrees, that it shall be solely responsible for all equipment and/or services that it bids. Notwithstanding the details presented in these specifications, it is the responsibility of the Contractor to verify the completeness of the equipment required and its suitability to meet the intent of this Bid. Each system bid shall be for a complete turnkey system.
- D. The Owner reserves the right to withdraw this RFB at any time or the right to accept or reject any and all Bids, either in whole or in part, submitted in response to this RFB, without penalty. The Owner also reserves the right to waive any informalities or irregularities therein, and to award the Contract to other than the Contractor(s) submitting the best financial Bid (low bidder), in its sole and absolute discretion. The Owner further reserves the right to select a single Contractor as a prime for the entire Project or for only portions of it. The Owner will be the sole judge of its needs and of the best elements of a Bid to meet those needs. The Owner's decision is final.
- E. Bids containing terms and conditions different from this section of this RFB may be rejected.

2.2 CONTRACT LIABILITY

- A. The Contractor will be required to assume responsibility for all contractual activities offered in this Bid whether or not the Contractor performs them. Further, the Owner will consider the Contractor to be the sole point-of-contact with regard to contractual matters, including payment of any or all charges resulting from the anticipated Contract. If any part of the Work or component of the Bid configuration is to be subcontracted, such Bids must include a list of subcontractors, including firm name and address, contact person, complete description of Work to be subcontracted or component to be provided and descriptive information concerning the subcontractor's responsibilities.
- B. The Owner reserves the right to approve subcontractors for this Project and to require the Contractor to replace subcontractors found to be unacceptable. The Contractor is totally responsible for adherence by the subcontractor to all provisions of the Contract. All Contract clauses between the Owner and the Contractor shall also apply to any contract between the selected Contractor and its subcontractor(s).

2.3 BID MODIFICATIONS

- A. Any exceptions, explanations or statements, which the Contractor wishes to make, must be written on or attached to the Bid Form. Unless indicated, it is understood that the Bid is in strict accordance with all requirements and specifications contained in this RFB, including the Contract. The Technology Designer and/or the Owner may request additional information to clarify the Contractor's Bid, to verify responsiveness to mandatory specifications, or to facilitate the fair comparison of competing Bids.
- B. Bids shall be deemed final, conclusive and irrevocable. No Bid shall be subject to correction or amendment for any error or miscalculation unless unit prices for the additional or missing item(s) are included on the Bid Form. Submitted Bids may be adjusted by unit prices up or down to ensure all Bids submitted are compliant and compared fairly. Bid prices shall provide for a complete turnkey system as specified. Installation shall include, but is not limited to, all labor required for a turnkey system.

2.4 DISCREPANCIES, OMISSIONS AND INTERPRETATIONS

- A. Contractors shall promptly notify Wright & Hunter (the "Technology Designer") of any ambiguities, inconsistencies or errors, which it may discover upon examination of this RFB, the Bid Form, Drawings, AIA documents, the Contract, purchase orders generated by the Owner, any addenda to the aforementioned documents and all other documents pertaining to the systems (the "Contract Documents") or of the site and local conditions. A Contractor requesting clarification or interpretation of the Bid/Contract Documents shall make a written request no later than **June 30, 2025 by 12:00 PM**. E-mail all questions to:

Rob Richcreek
Email: rrichcreek@wrihthunter.com

- B. All questions and answers will be shared with all Contractors issued through the SIGMA and School District websites via addenda which shall become part of this RFB. Each Contractor must in its Bid, to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Contractor to receive, or acknowledge receipt of, any addenda shall not relieve the Contractor of the responsibility for complying with the terms thereof.
- C. If prior to the Due Date for submission of Bids, a Contractor fails to notify the Technology Designer of a known error in this RFB or of an error that reasonably should have been known to the Contractor and if a Contract is awarded to the Contractor, the Contractor shall not be entitled to additional compensation or time, by reason of the error or its later correction.
- D. In the event it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, addenda or revisions will be provided to all known recipients of the initial RFB.
- E. Failure to acknowledge receipt of addenda or revisions, in accordance with the instructions contained in such addenda or revision, may result in Bids not being considered. Each Contractor's Bid shall stipulate that it is predicated upon all the terms and conditions of this RFB and any addenda or revisions thereto.
- F. The submission of a Bid is an acknowledgment to comply with all terms of this RFB, the form of Contract and any other Bid/Contract Documents, except and only to the extent that the Contractor provides an express objection to a provision or provisions in writing, attached as a separate document along with its Bid Form, and specifically identifying the objection and

providing a Bid alternative thereto. Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Contractor relative to this RFB or the form of Contract shall be expressly/specifically enumerated by the Contractor and be submitted as part of its Bid, together with an explanation as to the reason such terms and conditions cannot be met by; provided however, that exceptions or special conditions of the Contractor will not be binding upon the School District unless those exceptions or special conditions are expressly accepted by the School District, and incorporated into the final Contract.

2.5 WITHDRAWAL OF BIDS

- A. Bids may be withdrawn, modified and resubmitted at any time prior to the time set for the Due Date of Bids. The Contractor may not withdraw its Bid prices during the ninety (90) day period immediately following the Bid opening. All Bids and Bid prices shall be guaranteed for that period of time.
- B. When the selected Contractor(s) (the "Contractor") receives the notice of award from the Owner within the above ninety (90) day period, it shall guarantee the prices through the interval required through the duration of the Project.

2.6 ACCEPTANCE OF BID

- A. The Contract Documents shall include all bidding requirements and specifications, the terms of this RFB, the form of Contract, approved Project specifications and approved Project manual. Except as to any specific objection as required by Paragraph 2.04.F above, all of the foregoing, as well as the accepted portions of the Contractor's Bid shall become contractual obligations of the Contractor upon award by the Board of Education. Failure of the successful Contractor to accept these obligations in a contractual agreement may result in cancellation of the award and this RFB, forfeiture of the entire Bid bond, and any additional damages incurred by the Owner. If the terms, conditions or assumptions included in the Contractor's Bid or response to this RFB differ from the Contract Documents, the terms and conditions that are most favorable to the Owner, as determined in the Owner's sole discretion, shall be binding.

2.7 SYSTEM ACCEPTANCE

- A. Payment will be made only to the successful Contractor for services properly performed under the Contract. The Owner will withhold retainage of 10% until final payment, which will follow the Contractor's fulfillment of all obligations.

2.8 INSPECTION OF WORK AND ACCEPTANCE TESTS

- A. The Contractor shall at all times, permit and facilitate inspection of the Work by the Technology Designer and by public authorities having jurisdiction. The Technology Designer shall have the authority to stop the Work, if necessary, to insure its proper execution. Tests will be performed and documented by the installing Contractor and turned over to the Owner as part of the "as-built" drawings at the time of completion. Deviations and/or corrections to the installation will be completed within ten (10) working days.

2.9 REQUIRED BONDS

- A. At the time Bids are submitted, Contractors are required to submit a ninety (90) day Bid Guarantee Bond (5% of the total dollar amount).

- B. The successful Contractor will be required to furnish a Labor and Materials Bond valued at the full amount of the Contract at the time the Contract is awarded for all labor and materials to be contracted and, in any event, before any Work commences.
- C. The successful Contractor will be required to furnish a Performance Bond valued at the full amount of the Contract at the time the Contract is awarded and, in any event, before any Work commences.

2.10 INSURANCE

- A. The Contractor shall purchase and maintain insurance for protection from the claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by the Contractor or Subcontractor, or by anyone directly employed by any of them:
 - 1. Claims under workers or workmen's compensation, disability benefits and other similar employee benefit acts;
 - 2. Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees;
 - 3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees;
 - 4. Claims for damages insured by usual personal injury liability coverage, which are sustained by any person as a result of an offense directly, related to the employment of such person by the Contractor;
 - 5. Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; and
 - 6. Claims for damages because of bodily injury or death of any person or property damage arising out of the maintenance or use of any motor vehicle. The insurance required shall be written in the following minimum limits:
 - a. General and Data Network Disruption Liability:
 - 1) \$1,000,000
 - 2) Including personal injury and property damage
 - 3) \$2,000,000 each aggregate
 - b. Automobile Liability:
 - 1) \$1,000,000
 - 2) \$2,000,000 each aggregate
 - c. Workers' Compensation:
 - 1) As required by the State of Michigan
 - d. Employers' Liability:
 - 1) \$1,000,000
 - 2) \$2,000,000 each aggregate
- B. Certificates shall name the Owner as additional insured.

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- C. The Contractor's insurance shall either be (i) occurrence-based and in effect from the commencement of work and for 18 months following final completion of the work, or (ii) claims-based and in effect from the commencement of work and in effect for 6 years following final completion of the work.

2.11 QUANTITIES

- A. It is understood and agreed that the Owner reserves the right to either increase or decrease quantities and to buy additional services under the terms of any Contract resulting from this Bid, so long as in accordance with law.

2.12 PRICES

- A. Purchase prices shall remain firm throughout the entire Contract.
- B. The Contractor must use the Bid Form included with this RFB. If additional pages are necessary, they must be in the same format as the original.
- C. Any rebates applied in response to this RFB must be applied to line-item pricing, and not be included as one lump sum.

2.13 ALTERNATIVES

- A. All Bids must be based upon the specifications included in this RFB. In addition to a base Bid, the submission of voluntary alternatives is acceptable. The base Bid must conform to the materials, labor and terminations established by the Bid specifications in this RFB. The Contractor must Bid the base Bid to be eligible to Bid an alternative. Each Contractor must identify in their response any deviations to the scope of Work and any construction requirements not addressed. Any alternate product quoted not meeting the RFB specifications or requirements of the District, shall be replaced by the Contractor, at no additional cost with the specified product or may be cause for rejection of the bid.

2.14 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- A. By submission of a Bid, the Contractor certifies, and in the case of a joint Bid, each party thereto certifies as to its own organization, that in connection with this procurement:
 - 1. The prices in this Bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Contractor or with any competitor.
 - 2. Unless otherwise required by law, the prices, which have been quoted in this Bid, have not been knowingly disclosed by any Contractor and will not knowingly be disclosed by the Contractor prior to procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Contractor or to any competitor.
 - 3. No attempt has been made or will be made by the Contractor to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.

- B. Each person signing this Bid certifies that:
1. He/she is the person in the Contractor's organization responsible within that organization for the decision as to the prices being offered herein.
 2. He/she is not the person in the Contractor's organization responsible within that organization for the decision as to the prices being offered herein, but that he/she has been authorized in writing to act as agent for the persons responsible for such decision.
- C. By submission of Contractor's Bid to this Project, the Contractor certifies, and in the case of a joint Bid, each party thereto certifies as to its own organization, that in connection with this procurement: that no relationship exists between the Contractor and the procuring or contracting agency that interferes with fair competition or is in conflict of interest, and no relationship exists between the Contractor and another person or organization that constitutes a conflict-of-interest that is adverse to the Owner.

2.15 PROPRIETARY INFORMATION

- A. This is a public Bid. Information submitted in response to this RFB is subject to Freedom of Information Act requests and to be viewed by any interested party by request. Any Bids identified in whole or in part as proprietary will be disqualified.
- B. Unless specifically excluded from this provision, all data, documentation and innovations resulting from contractual services will become the property of the Owner. Data contained in the Bid and all documentation provided as a result of these contractual services cannot be copyrighted and innovations developed as a result of these contractual services cannot be copyrighted or patented. Bids must clearly specify any data, documentation, software, or other innovations that are bid to be excluded from this provision and specifically provide, where applicable, for licensing of these materials to the Owner for the life of the system.

2.16 NONCOMPLIANCE

- A. Failure to include in the Contractor's Bid all information requested in this RFB may be cause for rejection of the Bid. When responding to this RFB, please clearly state whether your firm complies with each section.

2.17 COST LIABILITY

- A. The Owner assumes no responsibility or liability for costs incurred by the Contractor prior to the signing of any Contract resulting from this RFB.

BID PROCEDURES

2.18 SEALED BID RECEIPT

- A. BIDS MUST BE RECEIVED AND TIME STAMPED AT OLD VILLAGE SCHOOL, 405 W. MAIN STREET, NORTHVILLE, MICHIGAN 48167 ON OR BEFORE THE DUE DATE AND TIME SPECIFIED. CONTRACTORS ARE RESPONSIBLE FOR TIMELY RECEIPT OF THEIR BID. BIDS WHICH ARE RECEIVED AFTER THE SPECIFIED DUE DATE AND TIME WILL NOT BE CONSIDERED.

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- B. The Owner is soliciting Bids until **2:00 PM ET on July 16, 2025**. Sealed Bids will be received at the Northville Public School's Old Village School Building, located at 405 W. Main Street, Northville, MI 48167 up to this time at which time they will be publicly opened and read aloud.
- C. The **one (1) original, plus two (2) hard copies, and one (1) full electronic copy** of the Contractor's Bid must be delivered in sealed package(s). All packages shall be clearly labeled with the following information:
1. Devin Kling, Asst. Superintendent for Finance & Operations
Northville Public Schools
405 W. Main Street
Northville, MI 48167
 2. Contractor's Name and Address
 3. Project Title: VoIP Telephone System 25-NPS-VTS-01
 4. Bid Due Date

2.19 BID REQUIREMENTS

- A. Provide the following information as required under each tab, assembled in a three (3) ring binders complete with a Table of Contents. All pages shall have page numbers, which shall be included in the Table of Contents.
- B. The Table of Contents shall be as follows:
1. Tab No. 1 Cover Letter
 2. Tab No. 2 Required Bid Forms and Documents
 - a. Microsoft Word Document
 - 1) Bid Forms
 - 2) Familial Relationship Disclosure Statement
 - 3) Iran Economic Sanctions Act Disclosure Statement
 - 4) Criminal Background - Sex Offender Affidavit.
 - b. Bid Bond or Bid Surety
 3. Tab No. 3 Organizational Chart / Schedule / Manpower
 4. Tab No. 4 VoIP Telephone System
 5. Tab No. 5 Warranty, Maintenance and Service Agreements
 6. Tab No. 6 Company Profiles for Prime Contractors, Major Subcontractors and Major Suppliers
 7. Tab No. 7 Miscellaneous (Optional)

C. Description of Contents:

1. Tab No. 1, Cover Letter, shall include an executive overview of the Project and depict the Contractor's complete understanding of the Project.
2. Tab No. 2, Required Bid Forms and Documents, shall include a completed Bid Form with price break downs by building and completion dates, the Familial Relationship Disclosure Statement, Iran Economic Sanctions Act Disclosure Form and Criminal Background - Sex Offender Affidavit.

Other required forms include a Bid Bond or Bid Surety, and Appendix A shall include a complete bill of materials, by building depicting quantities, manufacturer, catalog number, complete description, material unit price, labor cost breakdown and extended price.

3. Tab No. 3, Organizational Chart, shall depict the prime Contractor, the subcontractors, major suppliers, Project managers, superintendents, executive staff of each firm, service staff, the names of the individuals occupying those positions, telephone numbers, and e-mail addresses of all individuals on the organizational chart.
 - a. The Contractor shall provide a schedule that depicts major milestones required to achieve the completion dates previously specified. Typical milestone events are as follows:
 - 1) Equipment delivery date and installation dates.
 - 2) Completion of system install / power up by site.
 - 3) Installation completion dates
 - 4) Final testing dates
 - 5) Provide an estimate of anticipated manpower required at each building to meet the specified completion dates.
4. Tab No. 4, VoIP Telephone System, shall include the following information:
 - a. Manufacturers' names.
 - b. Installation company's name.
 - c. Number of years installing similar infrastructure.
 - d. List of clients of similar size and type with contact information.
 - e. Description of system operations.
 - f. Equipment model numbers.
 - g. System configuration.
 - h. Complete bill of material indicating quantities (include line-item prices), product descriptions, part numbers, and take-off for the products being provided must be included. Lump sum discounts are not acceptable.
5. Tab No. 5, Warranty information with sample maintenance and service contracts. Include current service rates, trip charge rates and any additional charges that may apply.
6. Tab No. 6 and 7 are self-descriptive as to their intended content.

SECTION 3

CONTRACT REQUIREMENTS

3.1 GENERAL

- A. A form of Contract is included with this RFB and shall be binding between the Owner and Contractor (the "Contract"). It is acknowledged that the form of Contract incorporates by reference the terms of this RFB and, in the event of any conflict among the Contract Documents; the provision most beneficial to the Owner shall govern. Notwithstanding the foregoing, the Owner reserves the right in its sole discretion to negotiate any term of the Contract prior to Contract award so long as any negotiated term does not affect the propriety of the competitive bidding process. While not limiting the breadth of the form of Contract's incorporation of the RFB, the following are all required Contractual provisions:

3.2 LAWS AND PERMITS

- A. The Contractor shall comply with all federal, state and municipal laws, rules, regulations, ordinances, or orders governing or affecting in any way the Work under this Contract, including board of education policies. Also, the Contractor shall give all notices and obtain all permits necessary and required for the Work and shall pay all costs and fees for the same. The Contractor must furnish copies of all approved inspection certificates and approvals from authorities having jurisdiction within thirty (30) days of completion and acceptance of Work as evidenced by applicable acceptance documents.
- B. Where appropriate, all equipment and installation workmanship shall comply with specifications contained in Electronics Industries Association Standards and the National Electrical Code. As pertinent, all equipment shall be FCC-certified, FCC type accepted and/or UL listed. All Work shall be conducted according to the standards of good engineering practice.

3.3 PROTECTION OF PERSONS AND OTHER STRUCTURES

- A. The Contractor agrees to exercise special precautions to avoid damage to facilities of the Owner and others. The Contractor hereby assumes responsibility for any and all damage to such facilities arising out of or caused by the conduct or property of the Contractor, whether by the negligence of the Contractor, its agents, employees or subcontractors. The Contractor shall make an immediate report to the Owner and the Technology Designer of any damage to the facilities or others. The Contractor hereby agrees to repair or replace at their own expense or to reimburse the Owner for expenses incurred by the Contractor in making necessary repairs and replacements.
- B. The Contractor shall assume all responsibility for bodily injury to persons, including death or damages sustained or claimed by its employees, the employees of the Owner, or by any other person, and also for damage to property, including property of the Contractor, the Owner or any other person; and also, for any interruptions to electric or community antenna television or other communications service which may occur or allegedly occur because of, or result from, or in any manner are connected with, or directly or indirectly, arise out of or are caused in whole or in part by the material provided or the Work performed by the Contractor, its agents, employees or subcontractors under the Contract.

3.4 SAFETY

- A. Each Contractor shall be responsible for its own safety and hazard program. Each program shall be in accordance with provisions of the Occupational Safety and Health Act (OSHA), Michigan OSHA (MIOSHA), the Environmental Protection Agency (EPA), and the Material Safety Data Sheets (MSDS). The Contractor shall maintain an effective safety program and conform to all federal and local safety codes. Upon written request by the Owner and/or the Project Manager, the Contractor shall provide the registered programs documenting safety and hazard programs.
- B. During Projects in construction zones or if site conditions require, the Contractor and all of his/her staff, agents and/or subcontractors must wear Contractor provided hard hats anytime they are onsite. The Contractor shall assume sole responsibility and liability for hat usage of his/her staff, agents and/or subcontractors.

3.5 IMPLEMENTATION PLAN

- A. The successful Contractor must prepare and submit a final implementation plan and timeline as part of the final Contract Documents. The Contractor and the Owner will mutually determine the critical dates that must be met, so long as consistent with the then-applicable Project Schedule. The Contractor will be required to adhere to, meet and maintain activities to the timeline schedule as planned. The Contractor will also be required to be flexible towards changes in the priorities of the timeline schedule during the entire Project and will make all related changes at no additional cost to the Owner.

3.6 ADDITIONAL RESOURCE REQUIREMENTS

- A. If the Contractor fails to complete the Project or a segment of the Project within the time period agreed to in the Contract Documents, and if as a result, the Owner finds it necessary to incur any additional costs and/or expenses (for example, needing to hire additional Contractors to complete Work which is not being completed in a timely or satisfactory manner), the Contractor shall pay all those costs and expenses incurred by the Owner. These costs and expenses may include, but are not limited to, such items as additional hours spent by the Technology Designer, additional architectural fees and fees related to the acquisition of additional Contractors to complete the job. These costs and expenses may be retained by the Owner from any payments otherwise due to the Contractor for Work, which has not been completed within the terms of the Contract Documents. The Owner may hire additional Contractors if seven (7) day notice has been given to the Contractor and the Contractor has failed to remedy the failure, to act in accordance with the notice, or has repudiated the Contract. Failure by the Contractor to give adequate assurances when deadlines on the timeline have not been met will also result in the Owner's right to bring in other Contractors to complete the Contract or a segment of the Contract.

3.7 CLEAN-UP AND MAINTENANCE

- A. During preparation and construction, the Project area must be kept free from scrap and debris in accordance with established safety and health standards. Upon completion of Work, each day and at the end of the Project, the Contractor will be held responsible to clean up and remove debris from the site. Damage to any portion of equipment or existing structure is the responsibility of the Contractor and repairs must be completed before acceptance and final payment is issued.

3.8 PAYMENT FOR SERVICES

- A. No later than two (2) weeks prior to the date of the first application for payment, the Contractor shall furnish the Owner with a breakdown of the Contract amount setting forth the schedule of values of labor and materials of the various parts of the Work on which the Contract is based as detailed from the specifications or as further directed by the Owner. A meeting between the Technology Designer and the Contractor shall also be required before the first application for payment is submitted to set forth the procedure and format in which all applications are to be submitted. Final payment will be made only after the successful completion of a performance-testing period, the Owner's acceptance of the system and final documentation has been received and approved by the Technology Designer and the Owner.
- B. Final payment by the Owner to the Contractor shall be made within thirty (30) days of final completion, Owner acceptance of the system as installed and receipt and approval of final documentation by the Technology Designer and the Owner.
- C. Ten percent (10%) of the total Contract amount will be withheld and will not be paid until after final acceptance, which includes submission and approval by the Owner and the Technology Designer of all Work, testing results, documentation and as-built drawings.

3.9 CONTRACT PAYMENT SCHEDULE

- A. The Contractor shall pay all sales, consumers, use and any and all other applicable taxes required by law.
- B. The Technology Designer will review and certify the accuracy of invoices for the Owner's subsequent review, approval and payment. Certification by the Technology Designer that the invoice is an accurate account of Work properly performed does not prevent the Owner from disputing the propriety of any applicable payment. Any questions regarding the payment process should be directed to Rob Richcreek by e-mail at richcreek@wriighthunter.com. All invoices and requests for payment should be sent directly to the Technology Designer at richcreek@wriighthunter.com.
- C. Rates quoted in response to this RFB are firm through the duration of the Project. No increases will be permitted. Any requests for modification to the original design and/or scope of Work must be approved in writing by the Owner prior to any modification.
- D. Each Application for Payment shall be consistent with previous applications and payments as certified by the Technology Designer and paid for by the Owner.
 - 1. The Application for Payment at time of Substantial Completion and the final Application for Payment involve additional requirements.
- E. Payment Application Times: The date for each progress payment is the 15th day of each month. The period of construction Work covered by each Application for Payment is the period ending fifteen (15) days prior to the date for each progress payment and starting the day following the end of the preceding period.
- F. Payment Application Forms: Use AIA Document G 702 and Continuation Sheets G 703 as the form for Application for Payment.
- G. If the Bid involves more than one Project, each Project shall have separate payment application forms. The Technology Designer will identify each Project.

- H. Application Preparation: Complete every entry on the form, including notarization and execution by the person authorized to sign legal documents on behalf of the Contractor. Incomplete applications will be returned without action.
 - 1. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- I. Transmittal: Submit three (3) executed copies of each Application for Payment to the Technology Designer. One copy shall include waivers of lien, proof of items stored, proof of insurance for stored items and similar attachments, when required.
- J. Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics lien from every entity who may lawfully be entitled to file a mechanics lien arising out of the Contract, and related to the Work covered by the payment. The Contractor acknowledges that liens cannot be placed on public property and are therefore inapplicable to this Project.
- K. Application for Payment at Substantial Completion: Actions and submittals that shall proceed or coincide with this application include:
 - 1. As built drawings (should be received by the Technology Consultant once Contractor states the Project is complete – before punch list has been issued to the Contractor).
 - 2. Warranties (guarantees) and maintenance agreements.
 - 3. Test/adjust/balance reports.
 - 4. Maintenance instructions.
 - 5. Start-up performance reports.
 - 6. Final cleaning.
 - 7. Application for reduction of retainage, and consent of surety.
 - 8. Punch list of incomplete Work.
- L. Final Payment Application: Actions and submittals that shall precede or coincide with this application include:
 - 1. Completion of Project closeout requirements.
 - 2. Completion of items specified for completion after Substantial Completion.
 - 3. Transmittal of required Project construction records to the Owner.
 - 4. Proof that taxes, fees and similar obligations have been paid.
 - 5. Removal of surplus materials, rubbish, and similar elements.

3.10 CONTRACTOR'S SWORN STATEMENT AND WAIVER OF LIEN

- A. The Contractor's sworn statement and waiver of lien shall be submitted with the invoice. The Contractor must state all subcontractors and status of payment for labor and materials to each. Payment will not be processed until these forms have been received.

3.11 INTERRUPTION OF OCCUPANCY

- A. The installation must not interrupt the normal activity of the Owner. All Work which will cause disruption of the Owner's existing systems and services must be accomplished during time periods when it is least inconvenient to the Owner and completed in the shortest possible time frame (i.e. after normal school hours). The Owner is not responsible for any overtime and/or premium time not identified in the Contractor's Base Bid pricing response.

- B. Each Contractor is responsible to plan, coordinate and execute their Work in such a manner that there will be no disruption of the Owner's operations. If an interruption of operations is unavoidable, the Work will be scheduled with the Owner prior to beginning such Work.

3.12 REJECTING DEFECTIVE WORK

- A. The Technology Designer and/or the Owner will have the authority to disapprove or reject Work, which is defective, unsatisfactory, faulty, does not conform to the requirements of the Contract Documents or does not meet the manufacturers' requirements. The Technology Designer and/or the Owner will also have the authority to require special inspection or testing of the Work whether or not the Work is fabricated, installed or completed.

3.13 SPECIFICATION DEVIATION

- A. Commodities procured under these specifications shall not deviate from those originally Contracted for without written approval from the Owner and so long as consistent with law.
- B. The Owner has sole responsibility for the interpretation of all documents. Any claims and/or disputes associated with and/or arising from this RFB must be submitted in writing and directed to the Owner within thirty (30) days of dispute and/or claim.

3.14 EXECUTED CONTRACT TO CONSTITUTE ENTIRE AGREEMENT

- A. All Contracts for Work herein are subject to all existing and applicable provisions for the payment of prevailing rate of wages to laborers, workmen and mechanics engaged in the Work.
- B. Except as set forth in Paragraph 3.14.C below, the contents of the Contract Documents of the successful Contractor shall be contractual obligations upon Bid acceptance. Failure of the successful Contractor to accept these obligations in the Contract may result in a cancellation of award and forfeiture of bid bond.
- C. The Owner reserves the right to negotiate provisions in addition to those stipulated in this RFB or proposed by the successful Contractor for the purpose of obtaining the best possible Bid. If the Contractor should discover any provisions in the Contract that are contrary to or inconsistent with the law, ordinance, order or decree, the Contractor shall immediately report it to the Owner in writing.

3.15 CONTRACT SUSPENSION, TERMINATION AND CANCELLATION

- A. The Owner may cancel the Contract effective as a result of this RFB in whole or in part as follows:
 - 1. By mutual agreement of the contracting parties. Upon such termination, the Owner's liability shall be limited to the reasonable value of services performed and deemed acceptable by the Owner upon the date of such mutual agreement.
 - 2. If the Owner deems that such termination is in its best interest. In the event that the Owner gives notice to terminate pursuant to this subsection, such notice shall be given no less than thirty (30) days prior to the date on which the termination becomes effective. Upon such termination, the Owner's liability shall be limited to the reasonable value of services performed and deemed acceptable by the Owner as of the effective date of the termination.

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3. For cause, which shall include, but is not necessarily limited to, failure or unwillingness of the Contractor to comply with the approved program, including attached conditions; failure to comply with applicable state statutes or other applicable laws or policies; or failure to comply with such directives as may become generally applicable at the time; refusing/failing to provide enough properly skilled workers to timely complete the Work; failing to pay subcontractors and suppliers; failing to prosecute the Work with diligence; and breaching any term of the Contract.
 4. Due to lack of appropriation of necessary funding, cancellation due to lack of appropriation shall be without penalty. Upon such cancellation, the Owner's liability shall be limited to the reasonable value of services performed and deemed acceptable by the Owner as of the effective date of cancellation.
- B. The Contract may only be modified by: (i) mutual written agreement of the parties, (ii) a properly-executed change order, signed by the Contractor, Owner and Technology Designer describing the additional/different Work, price and time frame for performance, and (iii) a construction change directive issued by the Owner, for which the Contractor must commence prosecution of the Work promptly (but no less than 10 days) and any modification to Contract price or time will be later determined. In the event the parties cannot mutually agree to an adjustment in price or time for a construction change directive, the Technology Designer shall have the right and authority to determine same. If the Contractor objects to such determination, it may file a claim in accordance with the Contract. Rejection by the Contractor of any construction change directive may be the basis of Contract suspension, termination or cancellation.
- C. No cancellation will affect any expenditures or legally binding commitments made prior to receiving notice of the cancellation, suspension or termination provided such expenditures or commitments were made in good faith and not in anticipation of cancellation and are otherwise allowable.
- D. Upon execution of the Contract, the Owner shall be deemed the owner of all materials and equipment actually incorporated into or purchased for the Project, as well as the owner of all documentation used with respect to same. In the event of cancellation prior to the full term of the Contract, the Contractor shall arrange to provide the Owner with all Work documents, computer programs and files used/developed by the Contractor during the period the Contract was effective. The title to such programs and materials as well as any equipment and materials supplied while the Contract is in effect, shall rest with the Owner.

3.16 DELAYS AND EXTENSIONS OF TIME

- A. If the Contractor is delayed at any time in the progress of the Work by any act or neglect of the Owner, an employee of the Owner, any separate Contractor employed by the Owner (whether related to technology improvements or non-technology improvements), changes ordered in the Work, acts of God, fires, floods epidemics, quarantine restrictions, or any other cause beyond the Contractor's reasonable control, then the Contract time shall be extended by change order for such reasonable time as the Owner and the Contractor may determine. An extension of time for performance shall be the only remedy for any such delay, and damages related to any such delay are inapplicable.
- B. If the Technology Designer and/or the Owner determines that the progress of the Work falls behind the current Project schedule due to the control, management, direction, acts or

omissions of the Contractor, its agents, employees or subcontractors the Contractor shall take whatever remedial action as directed, including, but not limited to the following:

1. Increase staff and labor force
 2. Work overtime
 3. Add or change subcontractors
 4. Utilize more expensive materials/methods
 5. Reschedule
- C. Costs of any remedial action, which are caused by the control, management direction, acts or omissions of the Contractor, its agents, employees or subcontractors, shall not be assigned to the Owner and no increase in Contract price will be authorized.

3.17 DELIVERY OF EQUIPMENT AND/OR MATERIALS

- A. Delivery shall be destination, set in place, ready for use unless otherwise specified, with packing and debris removed by the Contractor. The Contractor shall receive and accept its equipment and/or materials from the transportation company or carrier and shall provide all handling, carrying, etc., to the final location for each piece of equipment and/or materials in the building. Crating materials and other trash resulting from the installation shall be removed from the premises daily. Excelsior and similar hazardous trash shall be removed immediately upon unpacking. No accumulation of trash shall be permitted.
- B. The Contractor must have a representative at the job site during all unloading and placing of equipment. This service shall be included in the Contractor's Bid (and, thus, the Contract Sum). The Owner shall hold this representative operationally responsible for the services indicated and he/she shall have such capability and be given such responsibility by the Contractor that he/she can act on the Contractor's behalf in any situation, which may arise on the site of delivery. The Contractor's representative shall use some method, approved by the Owner, to show the item has been inspected and whether it has been "Approved" by the Contractor or if repairs or replacement is necessary. This shall be done prior to the Owner's final inspection. Any Owner rejection shall be honored, even if the Contractor has previously "approved" the equipment.
- C. Contractors are cautioned to check their manufacturing and shipping schedules carefully before fixing their proposed delivery schedule. If, for any reason, any items of equipment should arrive prior to the building being ready to receive them, the successful Contractor shall make its own arrangements for temporary storage arrangements at no cost to the Owner. No on-site storage will be available and all staging should be complete before delivery and installation of the equipment.
- D. Contractors doing Work are to cooperate fully and coordinate the Work of all other Contractors to expedite the proper and timely completion of the furnishing Projects. It is acknowledged that coordination with non-technology Contractors (e.g., mechanical and electrical Contractors installing improvements to facilitate technology upgrades) is expected and required, so as to provide a seamless and efficient installation of all Owner improvements pursuant to the bond Project.
- E. In making delivery and installation, the Contractor must repair, at its own expense, any damage done to any of the schools, equipment or property that are a part of this Project that occur as a result of the control, management, direction, acts or omissions of the Contractor, its agents, employees or subcontractors and hold the Owner harmless from any other claims or property damage and/or personal injury.

3.18 SUBCONTRACTING AND ASSIGNMENT

- A. The Contractor shall be responsible to the Owner for the acts and omissions of all its employees and all subcontractors, their agents and employees and all other persons performing any of the Work under a Contract with the Contractor.
- B. This Contract, with all its rights and duties, and any part thereof, shall not be deleted, subcontracted or assigned to another Contractor without prior written permission of the Owner.

3.19 RECORD KEEPING AND RECORD RETENTION

- A. It is acknowledged and agreed that the Contractor shall not be entitled to any additional costs or expenses for its scope of Work, other than as is consistent with the Contractor's accepted Bid. For a change in the scope of Work, the Contractor's costs shall be determined: (a) if a change order, as agreed in the approved change order, and (b) if a construction change directive and the parties cannot mutually agree to a modified amount, as determined by the Technology Designer. For purposes of the Technology Designer's determination, the Contractor shall establish and maintain adequate records of all expenditures incurred under the construction change directive. All records shall be kept in accordance with general accepted accounting procedures. All procedures shall be in accordance with Federal, State, and local ordinances.
- B. The Owner shall have the right to audit, review, examine, copy, and transcribe pertinent records or documents relating to any Contract resulting from this RFB held by the Contractor. The Contractor shall retain all documents applicable to the Contract for a period of not less than six (6) years after final payment.

3.20 RISK OF LOSS OR DAMAGE

- A. The Owner shall be relieved from all risks of loss or damage to materials or equipment during the period of transportation, installation, and during the entire time the equipment is in possession of the Contractor, unless and until such time as unencumbered title for the equipment is vested in the Owner and the materials or equipment is in the exclusive possession of the Owner.
- B. Should the materials or equipment be lost or damaged under such circumstances where the Owner is relieved from the risk of loss or damage, the Contractor shall immediately cause the damaged materials or equipment to be repaired or replaced at no cost to the Owner.
- C. In such event, any payments for the lost or damaged equipment shall be suspended from the time loss or damage occurs until such time as the lost or damaged materials or equipment is repaired or replaced and accepted by the Owner.
- D. It is understood, and the Contractor hereby agrees, that the Contractor shall be solely responsible for all equipment and/or services that the Contractor proposes. Notwithstanding the details presented in these specifications, it is the responsibility of the Contractor to verify the completeness of the equipment required and its suitability to meet the intent of this RFB. Any additional equipment required for installation shall be provided by the Contractor; it is understood that complete operating systems are required.

SECTION 4

VOIP TELEPHONE SYSTEM

PART 1 - GENERAL

4.1 SCOPE OF SERVICES

- A. These specifications establish the requirements necessary to achieve the intended performance and function of the VTS.
- B. The VTS consists of a turnkey system solution for District-wide voice communications, to meet both the current requirements, as well as to provide a platform that is both capable, designed, and planned to accommodate the migration to future enhanced functionality.
- C. This Contractor is responsible for final design of this turnkey system. This includes all station reviews and necessary data gathering, proper final design, configuration, and system recommendations to meet all of the Owner's requirements, as outlined in this document.
- D. The Contractor must provide as part of the bid proposal, a complete bill of materials (BOM), including catalog cuts and equipment configurations.
- E. The Contractor shall provide the services necessary to furnish, install, train, and to provide maintenance to support the VTS, including an integrated system of peripheral apparatus conforming to acceptable industry standards. All work shall be in accordance with the true intent of the specifications, and as required to leave the VTS complete and in satisfactory operating condition, excluding those items listed under "Work by Others."
- F. The VTS shall be new, of modern design, and current standard production of the manufacturer.
- G. The Contractor shall verify dimensions and conditions at the job site prior to installation, and perform installation in accordance with these specifications, manufacturers' recommendations and the latest edition or revision of all applicable codes and standards.
- H. The VTS will include providing and integrating the following principal systems:
 - 1. IP Telephone Handsets
 - 2. IP Telephone Handsets Expansion Modules
 - 3. IP Voice Gateways
 - 4. IP Conference Telephones
 - 5. An Enhanced 911 (E911) for a complete rebuild including but not limited to, setup, programming, verification all telephones are identified in the rooms accurately, and all telephones are assigned to the appropriate zones for E911 compliance. All updates must be in the Cisco Emergency Responder and AT&T database.
 - 6. After all telephone system upgrades, Contractor shall coordinate with Plymouth Township, Northville Township, Novi Township, and City of Northville and call 911 from two (2) random rooms in each building to verify E911 compliance.
 - 7. Upgrade all existing Cisco VoIP Telephone System components, virtual machines, and new equipment to the latest software version.

8. Unboxing, assembly, install label with room number and extension, install asset tag, register asset tag in District asset database, and placement of all new telephones in the appropriate rooms.
 9. Install existing patch cables from wall to telephone and telephone to computer at each location.
 10. Removal and recycling of all existing telephones and any other equipment being replaced.
 11. System testing, documentation, maintenance, and warranty.
 12. All equipment materials, labor, and services not specifically mentioned or shown, which may be necessary to complete or perfect all parts of the installation.
- I. The Contractor shall furnish and install the VTS, incorporating any required hardware and software, and appropriate testing equipment to perform testing to ensure compliance with all manufacturer stated specifications.
- J. The Contractor shall provide any additional items, not specifically mentioned herein, necessary to meet system requirements as specified, without claim for additional payment.

4.2 CONFLICT BETWEEN SPECIFICATIONS

- A. It is intended that any Contractor furnishing materials or labor necessary for the completion of these specifications shall furnish them in compliance with these specifications. Where conflict exists with other specifications concerning such materials and labor, these specifications take precedence unless otherwise approved in writing by the Owner.

4.3 RELATED WORK PROVIDED BY OTHERS

- A. Electrical Work.
- B. Structured Cabling System.
- C. Network Switch Infrastructure.

4.4 REQUIREMENTS OF REGULATORY AGENCIES

- A. The system shall be registered under the most current applicable rulings of the Federal Communications Commission (FCC). Provide the FCC registration number with the equipment submittal. All components and installations shall bear an Underwriters' Laboratories (UL) listing and shall conform with the latest edition or revision of the following codes and standards:
1. ANSI American National Standards Institute
 2. ASTM American Society for Testing and Materials
 3. EIA Electronics Industries Association
 4. FCC Federal Communications Commission
 5. ICEA Insulated Cable Districts Association
 6. IEEE Institute of Electrical and Electronics Districts
 7. ISO International Organization for Standardization
 8. NEC National Electrical Code
 9. NEMA National Electrical Manufacturer's Association
 10. NFPA National Fire Protection Association.
 11. TIA Telecommunications Industry Association
 12. UL Underwriters Laboratories, Inc.

- B. The code or standard establishing the more stringent requirements shall be followed where areas of conflict occur between codes and standards or between codes and standards and the drawings and specifications.

4.5 CONTRACTOR QUALIFICATIONS

- A. The Contractor shall maintain permanent service facilities in the area of the installation. The facilities shall include a permanent source of factory trained service technicians on twenty-four (24) hour call experienced in servicing VTS and shall provide warranty and manufacturer suggested maintenance service to afford the Owner maximum coverage. The Contractor shall also provide a central source of support to guarantee immediate answers to Owner's problems and questions.
- B. The Contractor(s) selected for this project must be certified by the manufacturers, adhere to the engineering, installation and testing procedures as established by the manufacturers and applicable standards groups. Please indicate level of certification in Cover Letter.
- C. The Contractor shall be experienced in all aspects of this work and shall be required to demonstrate direct experience on recent systems of similar type and size. The Contractor shall own and maintain tools and equipment necessary for successful installation and testing of the VTS and have personnel who are trained and certified in the use of such tools and equipment.
- D. A resume of qualification shall be submitted with the Contractor's proposal indicating the following:
 - 1. A list of recently completed projects of similar type and size with contact names and telephone numbers for each.
 - 2. A technical resume of experience for the Contractor's Project Manager and on-site installation supervisor who will be assigned to this project.
 - 3. A list of technical product training attended by the Contractor's personnel that will install the systems shall be submitted with the response.
- E. Any Sub-Contractor who will assist the Contractor in performance of this work shall have the same training and certification requirements.
- F. The Contractor and Manufacturer must be a company that is proposing and can demonstrate an installed system.
- G. It is preferred that the Contractor have experience installing the system in a K-12 education setting. **The Contractor must submit a minimum of three (3) verifiable references including contact names, email addresses, and telephone numbers of projects that qualify.**

4.6 SUBMITTALS

- A. Within fourteen (14) calendar days after receipt of award, the Contractor shall submit all documents required below for approval. The Contractor shall not begin installation or fabrication without the Owner's approval. All drawings shall be marked with the pertaining specification paragraph or drawing number when submitted.

- B. The Contractor shall also submit an implementation plan that adheres to the requirements outlined in this RFB.
- C. Specification schematic drawings submitted by the Contractor shall depict function, and require additional detail according to specific components used. Drawings shall be provided indicating the addition of any components not detailed in these specifications but necessary to provide a properly functioning and complete system.
- D. For the VTS, layout drawings shall be provided for the complete system, indicating by dimension and by scale, the location of all components.

4.7 EXISTING CONDITIONS

- A. Rack space and power in the existing MDF and IDF rooms will be provided for the installation of the VTS. The Contractor must confirm that the space provided is adequate. No subsequent allowance will be made due to failure to observe and verify conditions that may affect the work. The Contractor shall report to the Technology Designer any discrepancies between these specifications and existing conditions and similarly report obvious omissions.

4.8 JOB CONDITIONS

- A. The Contractor shall keep the job adequately staffed at all times. Unless illness, loss of personnel or other reasonable circumstances beyond its control, the Contractor shall maintain the same individual in charge throughout the contract.
- B. The Contractor shall cooperate with all appropriate parties in order to achieve well-coordinated progress with the overall construction completion schedule and satisfactory final results.
- C. The Contractor shall watch for conflicts with work of other Contractors on the job and execute, without claim for extra payment, moderate moves or changes as are necessary to accommodate other equipment or to preserve symmetry and an aesthetically pleasing appearance.

4.9 QUALITY ASSURANCE

- A. Parts listed shall be complete, type numbers accurate and equipment furnished shall conform to manufacturer's specifications.
- B. All materials shall be new and shall conform to applicable provisions of UL and the American Standards Association.
- C. The Contractor shall procure and pay for all necessary permits, licenses and inspections and observe any requirements stipulated therein. The Contractor shall conform in all trades with all local regulations and codes.
- D. The Contractor shall comply with federal, state and local labor regulations and applicable union regulations.

PART 2 - PRODUCTS

4.10 GENERAL

- A. Capabilities must be demonstrated by the proposed manufacture's equipment, and guaranteed by the Contractor, so that the new VTS will not only serve today's needs but also accommodate the migration to future enhanced functionality. The basic principles of the new VTS are that it must be reliable and simple to manage. The product line shall have a consistent architecture to reduce total cost of network ownership for on-going support, maintenance and training.
- B. Systems shall be in full accordance with the recommendations of the equipment manufacturers, with the requirements of the specifications and drawings, and with all current editions or revisions of all applicable codes and standards as previously listed under "Regulatory Agencies" of this Section of the specifications.
- C. The Contractor shall provide all interconnect/expansion cables, terminations, materials, parts, miscellaneous equipment and labor for a complete and satisfactory operating system. The existing wire managers are to be reused and left in a neat and satisfactory state.
- D. Patch cables at each telephone set shall be reused.
- E. Approved Equipment Manufacturers are:
 - 1. Cisco Systems

4.11 CLASSROOM TELEPHONE HANDSETS

- A. Cisco 9851 3.7-Inch 6-Line Color Telephone Handset
 - 1. Part #: DP-9851-K9
 - 2. Color: Carbon Black
 - 3. Quantity: (695) Six Hundred Ninety Five
 - a. Amerman ES: (39)
 - b. Moraine ES: (41)
 - c. Ridge Wood ES: (62)
 - d. Silver Springs ES: (39)
 - e. Thornton Creek ES: (51)
 - f. Winchester ES: (44)
 - g. Hillside MS: (95)
 - h. Meads Mill MS: (69)
 - i. Northville HS: (175)
 - j. Cooke School: (49)
 - k. Old Village School: (17)
 - l. Tech. & Ops.: (14)
 - m. Transportation: (0)

4.12 OFFICE TELEPHONE HANDSETS

A. Cisco 9861 5-Inch 10-Line Color Telephone Handset

1. Part #: DP-9861-K9
2. Color: Carbon Black
3. Quantity: (155) One Hundred Fifty Five
 - a. Amerman ES: (4)
 - b. Moraine ES: (4)
 - c. Ridge Wood ES: (8)
 - d. Silver Springs ES: (4)
 - e. Thornton Creek ES: (4)
 - f. Winchester ES: (4)
 - g. Hillside MS: (15)
 - h. Meads Mill MS: (5)
 - i. Northville HS: (32)
 - j. Cooke School: (4)
 - k. Old Village School: (52)
 - l. Tech. & Ops.: (12)
 - m. Transportation: (7)

4.13 EXPANSION MODULES

A. Cisco 9800 Expansion Module

1. Part #: DP-9800-KEM
2. Color: Carbon Black
3. Quantity: (90) Ninety
 - a. Amerman ES: (2)
 - b. Moraine ES: (2)
 - c. Ridge Wood ES: (4)
 - d. Silver Springs ES: (2)
 - e. Thornton Creek ES: (2)
 - f. Winchester ES: (2)
 - g. Hillside MS: (10)
 - h. Meads Mill MS: (4)
 - i. Northville HS: (19)
 - j. Cooke School: (2)
 - k. Old Village School: (32)
 - l. Tech. & Ops.: (8)
 - m. Transportation: (1)

4.14 CONFERENCE ROOM TELEPHONES

A. Cisco Webex Room Conference Telephone

1. Part #: CP-ROOM-C-K9
2. Color: Carbon Black
3. Quantity: (14) Fourteen
 - a. Amerman ES: (1)
 - b. Moraine ES: (1)
 - c. Ridge Wood ES: (1)
 - d. Silver Springs ES: (1)

- e. Thornton Creek ES: (1)
- f. Winchester ES: (1)
- g. Hillside MS: (1)
- h. Meads Mill MS: (1)
- i. Northville HS: (1)
- j. Cooke School: (1)
- k. Old Village School: (3)
- l. Tech. & Ops.: (1)
- m. Transportation: (0)

4.15 VOICE GATEWAY

A. Cisco 8200L Voice Gateway

- 1. Part #: C8200L-1N-4T
- 2. Quantity: (13) Thirteen. (1) One per Site.

4.16 FXS/FXO MODULES

A. Cisco 2-Port FXS, 4-Port FXO Module

- 1. Part #: NIM-2FXS/4FXOP
- 2. Quantity: (13) Thirteen. (1) One per Site.

4.17 ON-PREMISE LICENSING

A. Cisco DNA Advantage On-Premise 7-Year

- 1. Part Number: DNA-P-TP-A-7Y
- 2. Quantity: (13) Thirteen. (1) One per Site.
- 3. Duration: (7) Seven Years
- 4. Start Date: August 29, 2025

B. Cisco Success Rack L1 DNA Advantage On-Premise 7-Year

- 1. Part Number: SVS-PSTL1-T0-A7Y
- 2. Quantity: (13) Thirteen. (1) One per Site.
- 3. Duration: (7) Seven Years
- 4. Start Date: August 29, 2025

C. Cisco SmartNet 8 x 5 x NBD for 8200L 7-Year

- 1. Part Number: CON-L1NBD-C8200TL1
- 2. Quantity: (13) Thirteen. (1) One per Site.
- 3. Duration: (7) Seven Years
- 4. Start Date: August 29, 2025

D. Cisco Flex-EDU On-Premise Calling

- 1. Part Number: A-FLEX-EDU
- 2. Quantity: (1) One for (830) Eight Hundred Thirty Users
Hillside MS: (1)
- 3. Duration: (7) Seven Years
- 4. Start Date: August 29, 2025

E. Cisco Flex SpeechView Standard License

1. Part Number: A-FLEX-SPEECHVIEW
2. Quantity: (600) Six Hundred
 - a. Amerman ES: (34)
 - b. Moraine ES: (36)
 - c. Ridge Wood ES: (54)
 - d. Silver Springs ES: (34)
 - e. Thornton Creek ES: (44)
 - f. Winchester ES: (38)
 - g. Hillside MS: (82)
 - h. Meads Mill MS: (59)
 - i. Northville HS: (152)
 - j. Cooke School: (42)
 - k. Old Village School: (14)
 - l. Tech. & Ops.: (11)
 - m. Transportation: (0)
3. Duration: (7) Seven Years
4. Start Date: August 29, 2025

PART 3 - EXECUTION

4.18 GENERAL

- A. The Contractor shall furnish and install the VTS per manufacturer's specifications. All wiring and terminations shall be in full conformance with all of the current editions or revisions of all applicable codes and standards as previously listed under "Regulatory Agencies" of this Section of the Specifications for their intended use on this Project.
- B. During the installation, the Contractor shall ensure availability of all equipment included in the base bid and any alternates, whether taken or not, so that items which are to be provided as alternates may be added to the system without rewiring or additional construction.
- C. All miscellaneous equipment required for a complete, professional installation shall be included in the base bid. No allowances for any additional equipment, hardware, cabling, or miscellaneous will be considered unless specifically excluded from the base bid.
- D. **Contractors must provide an itemized list of all components (bill of materials) by system along with the line item cost for each component.**
- E. All work materials shall be removed at the end of the workday and the work area left in the same condition as found.
- F. Contractor shall not discard any materials into district dumpsters. All existing equipment removed from the buildings and all packaging materials from the new equipment shall be removed from the district.
- G. The Contractor must be a factory-authorized representative or distributor of all equipment utilized in the systems.

- H. Adherence to a schedule of working hours, which is agreeable with the Owner, will be required.
- I. The Contractor shall assume all work shall be performed during the school year and after school hours.
 - 1. Dismissal 3:15pm
 - a. Amerman Elementary
 - b. Moraine Elementary
 - c. Ridge Wood Elementary
 - d. Silver Springs Elementary
 - e. Thornton Creek Elementary
 - f. Winchester Elementary
 - 2. Dismissal 3:03pm
 - a. Hillside Middle School
 - b. Meads Mill Middle School
 - 3. Dismissal 2:20pm
 - a. Northville High School
 - b. Cooke School
 - 4. Closed at 5:00PM
 - a. Old Village School
 - b. Technology & Operations Building
- J. All cables must be routed and managed for a neat and aesthetically pleasing appearance.
- K. The Contractor shall not place any distribution cabling alongside power lines, or share the same conduit, channel or sleeve with electrical apparatus.
- L. The Contractor shall provide any necessary screws, anchors, clamps, tie wraps, J-hooks, miscellaneous grounding and support hardware, etc., necessary to facilitate the installation of the system.
- M. It shall be the responsibility of the Contractor to furnish any special installation equipment or tools necessary to properly complete the system. This may include, but is not limited to, tools for terminating cables, testing and splicing equipment for copper/fiber cables, communication devices, jack stands for cable reels, or cable wenchers.
- N. Time shall be allocated in the bid response for the purpose of training the Owner's personnel in the proper use and maintenance of the provided equipment.
- O. The Contractor shall have a minimum of three (3) years of experience in the specific application of the equipment proposed for these systems.
- P. The Owner reserves the right to reject any or all alternate equipment bids and to select the bid that is considered to serve "THE BEST INTEREST OF THE OWNER."
- Q. The Contractor supplying the equipment shall show satisfactory evidence, upon request, that they maintain a fully equipped service organization capable of furnishing adequate inspection and service to the system, including replacement parts. The Contractor shall be prepared to offer a service contract for the maintenance of the system after the guarantee period. The Contractor shall produce evidence that they have a fully experienced and

established service organization for at least three (3) years and proven satisfactory installations during that time.

- R. Included in your proposal, provide answers in writing, explaining how the feature and functionality requested in the following sections are met.

4.19 SITE REQUIREMENTS

- A. All work, including testing for the VTS shall be completed by December 19, 2025.
- B. Contractor shall not discard any materials into district dumpsters. All existing equipment removed from the buildings and all packaging materials from the new equipment shall be removed from the district.
- C. Buildings
1. Northville High School: 45700 Six Mile Rd., Northville
 2. Hillside Middle School: 775 N. Center St., Northville
 3. Meads Mill Middle School: 16700 Franklin Rd., Northville
 4. Amerman Elementary School: 847 N. Center St., Northville
 5. Moraine Elementary School: 46811 Eight Mile Rd., Northville
 6. Ridge Wood Elementary School: 49775 Six Mile Rd., Northville
 7. Silver Springs Elementary School: 19801 Silver Spring Dr., Northville
 8. Thornton Creek Elementary School: 46180 W. Nine Mile Rd., Northville
 9. Winchester Elementary School: 16141 Winchester Dr., Northville
 10. Cooke School: 21200 Taft Rd., Northville
 11. Old Village School: 405 W. Main St., Northville
 12. Technology & Operations Building: 15045 Fogg St., Plymouth Twp.

4.20 IP TELEPHONE REQUIREMENTS

- A. This Section specifies some of the voice performance requirements for the new comprehensive VTS system for the Owner. The technical specifications will acquaint the Contractors with the general function of the desired system and the specific requirements that the Owner deems mandatory. The Contractor must be prepared to support the Owner in all of these areas. The specifications that follow are the minimum requirements that the Owner deems mandatory for the System.
- B. The Owner's District Network Core is located in Hillside Middle School.
- C. The Owner will provide Power over Ethernet (PoE+) at all telephone locations via existing network switches that are PoE+ compliant (IEEE 802.3at standard).
- D. The Contractor's proposal must state in detail the extent to which the quoted system meets, exceeds, or fails to meet the following requirements.

4.21 GENERAL SYSTEM REQUIREMENTS

- A. The System will utilize VoIP and include Unified Messaging. All sites must appear as one from the end user's perspective. Four digit dialing between all extensions, at all Owner sites itemized in this document is a requirement.
- B. All sites are connected via District owned fiber.

- C. The System proposed, including all components and associated systems, must meet all North American transmission standards, and, as appropriate, be registered with the FCC for direct connection to the public switch network.
- D. The VTS software proposed must satisfy the Owner's stated functional requirements and be capable of accommodating the capacity station quantities. The proposed software must be the current release offered by the manufacturer, and be receiving the highest level of support from the manufacturer.
- E. The System must consist of standards based products or components whose performance, reliability, and maintainability can be demonstrated.
- F. All hardware proposed must be the current offering of the manufacturer, and be receiving the highest level of standard support offered by the manufacturer. Factory refurbished hardware which is in "new condition" as well as used, shopworn, prototype, demonstrator models and the like are not acceptable.

4.22 VOICE SYSTEM FEATURES

- A. The Owner uses Gmail for their email services. The Contractor shall describe all unified messaging (voice, e-mail, fax) functionality and integration with Gmail provided with the base VTS.

4.23 IMPLEMENTATION SUPPORT

- A. The Contractor shall provide a detailed testing methodology used to ensure the system is functioning to manufacture specifications with its response. Other tests, specific to installed equipment, may be required to ensure functionality.
- B. This response must include complete itemization of all components including pricing itemization on all switches, modules, accessories, etc. This is in addition to the requests on the bid form. This is best addressed by providing complete configuration documentation.
- C. As part of the base bid, this Contractor will work with the Owner, and data switch provider in regard to any trouble shooting or coordination efforts required, to ensure a successful IP Telephone deployment.
- D. During the course of this project, the price of the proposal will adjust accordingly to the changes in the above referenced pricing itemization, also known as a Bill of Materials (BOM). Prices will be adjusted up and down based on additions and subtractions to the BOM, with the unit cost on the BOM being utilized. No lump sum discounts are acceptable. All discounts must be included in the unit price of the BOM.
- E. The Contactor shall provide any additional items, not specifically mentioned herein, necessary to meet system requirements as specified, without claim for additional payment.

4.24 INSTALLATION

- A. The VTS will be installed meeting all manufacturer specifications and must be signed off for acceptance by the Owner. The system shall be configured by an engineer with at least three (3) years of experience in IP Telephone / IP Network systems.

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- B. Contractor shall unbox, assemble, install label with room number and extension, install asset tag, register asset tag in District asset database, and placement of all new telephones in the appropriate rooms.
 - C. Install existing patch cables from wall jack to telephone and telephone to computer at each location.
 - D. Contractor shall validate all user data to ensure usernames, first names, last names, and extensions all match the LDAP directory and correct any discrepancies. Contractor shall configure the synchronization of the Cisco system with the LDAP directory nightly to ensure all user data is accurate.
 - E. Removal and recycling of all existing telephones and any other equipment being replaced.
 - F. Contractor shall not discard any materials into district dumpsters. All existing equipment removed from the buildings and all packaging materials from the new equipment shall be removed from the district.
 - G. Contractor shall configure all voice gateways and telephones to interface with the building's overhead public address system to initiate an all-call page to the entire building with a 3-digit code from any telephone.
 - H. An Enhanced 911 (E911) for a complete rebuild including but not limited to, setup, programming, verification all telephones are identified in the rooms accurately, and all telephones are assigned to the appropriate zones for E911 compliance. All updates must be made in Cisco Emergency Responder and in the service provider AT&T database.
 - I. After all telephone system upgrades, Contractor shall coordinate with Plymouth Township, Northville Township, Novi Township, and City of Northville and call 911 from two (2) random rooms in each building to verify E911 compliance.
 - J. Contractor shall configure voicemail for text-to-speech with the specified Cisco SpeechView for all voicemail boxes and email addresses.
 - K. The Contractor is responsible to ensure that all software revisions are up to the latest stable version at the time of acceptance. This includes but is not limited to updating the software for the Cisco virtual servers including Call Manager, UCM, Unity, Emergency Response, and Messaging.
 - L. The Contractor shall replace the voice gateways at each site, including rack mounting, configuration, testing, and updating to the latest stable software version.
 - M. The Contractor shall provide all materials, equipment and labor necessary to install, test, and cut-over the system and ancillary equipment. This includes, but is not limited to, delivery, unloading, storage, installation, inspection and testing of the system and components, and management of all Contractors and any subcontractor personnel.
 - N. Any equipment proposed in response to this RFB must be installed and tested at least two working (business) days prior to the scheduled cut-over date.
 - O. All system programming, including database programming, required for system control, operation, and reporting shall be provided concurrent with equipment delivery. Full system

documentation shall also be provided to the Owner, including user manuals, system description, maintenance manual, and system configuration tables. The Owner would like system configuration data in electronic format if possible.

- P. Notwithstanding the written certification by the Contractor that the equipment has been installed and ready for use, the equipment shall not be deemed installed within the terms of the contract until such installation is confirmed by the Owner through successful performance.
- Q. The equipment must meet or exceed the agreed acceptance criteria during a 30-day acceptance period, which begins on the installation (cut-over) date. The system will then be accepted following this successful 30 day period.
- R. Contractor must arrange access to the Owner's facilities outside the normal school or work hours, or on days when the Owner's facilities are closed. Operations that disrupt service must be performed outside of normal working hours. Therefore, all scope of work in this RFB shall be performed after normal school hours.
- S. The final cut-over to the new system must be accomplished at the same time as the removal of all existing equipment that will no longer be used. It is the Contractor's responsibility to remove all existing voice communication equipment, including telephone sets, as well as all abandon interface cabling and hardware in the MDF rooms.
- T. System cut-over shall be performed outside of normal Owner hours, and/or on the weekend.

4.25 TESTING

- A. The Contractor shall correct, in a timely manner, any failure to comply with Contract Documents as reasonably determined by Technology Designer.
- B. Contractor shall test all voice gateways and two (2) random telephones to initiate an all-call page to the entire building with a pre-determined 3-digit code from any telephone in the associated building.
- C. After all telephone system upgrades, Contractor shall test with Plymouth Township, Northville Township, Novi Township, and City of Northville and call 911 from two (2) random rooms in each building to verify E911 compliance.
- D. If final acceptance is significantly delayed because of defective new equipment or because of the installation is not in accordance with the Contract Documents, the Contractor shall pay for all of the Owner's and the Technology Designer's representatives additional time and expenses resulting from the delay and any extensions of Acceptance Testing.

4.26 TRAINING

- A. Proper training is essential to the successful installation of the new VTS System. The Contractor shall provide, initial training both pre cutover and post cutover, and adequate training aids in the use of the equipment. The cost of this initial training must be included in the bid price.
- B. Training shall be of a "hands-on" nature, using live equipment.
- C. Training shall commence not prior to one week before system cut-over for any particular site.

- D. An online training tutorial is desired to supplement the initial training session, as well as providing ongoing refreshes as needed. Please describe the availability of such a tutorial, as well as describing all other online training manuals and hand outs available to end users.
- E. Training will also be required for one or more of the Owner's employees on the operation of the IP Telephone system move add and change and administration of the system and all ancillary components, including E911 in Emergency Responder and with the service provider, AT&T. It is preferred that this training be performed on-site. Describe the length, course content and location where this training will be performed. The Contractor's base bid must include all costs associated with this training.
- F. Training sessions will be required for one or more of the Owner's employees covering all aspects of operation, configuration, maintenance, and warranty service procedures for all of the equipment provided. It is preferred that this training be performed on-site. Describe the length, course content and location where this training will be performed. The Contractor's base bid must include all costs associated with this training.

4.27 WARRANTY AND SUPPORT

- A. All systems and components shall be guaranteed free of defects in materials and workmanship for a minimum period of seven (7) years through the manufacturers' warranty, from the date of acceptance and shall be repaired or replaced within timelines stated below following report of such defects by the Owner.
 - 1. All VTS equipment failures shall be repaired or replaced within twenty-four (24) hours of notification during normal business hours.
- B. Telephone sets are to include a one (1) year warranty. Both parts and labor are included during the entire warranty period. The date of acceptance shall be defined as the date that the systems are demonstrated to Owner personnel to be in working order and the final AIA has been accepted and paid.
- C. The Contractor shall perform annual upgrades to the latest stable code for all virtual servers, gateways, and handsets shall be conducted each summer, or sooner if a known security vulnerability needs to be addressed for the duration of the 7-year SmartNet contract.

4.28 CLOSEOUT

- A. Punch List
 - 1. The Contractor shall perform required remedial work, without claim for additional labor or other costs. Where required, the Contractor shall re-test and submit a revised Test Report.
 - 2. The Contractor shall notify the Technology Designer of completion of the Punch List.
 - 3. If after notification and inspection by the Technology Designer, the identified Punch List items have not been corrected the Contractor will be notified that remedial work is still required. Additional time spent by the Technology Designer, due to the failure of the Contractor to correct Punch List items and finish the project by the agreed upon completion date as set forth in the Contract Documents, will be charged to the Contractor at the rate of one hundred twenty-five dollars (\$125) per hour and deducted from the Contractors retainage.

4.29 OWNER'S RIGHT TO USE

- A. Acceptance of the work of this section will occur after completion of corrections and adjustments required by "Punch List" (as generated during on-site inspections and review of testing documentation).
- B. The Owner reserves the right to use equipment, material and services provided as part of the work of this section, prior to acceptance, without incurring any obligation to accept any equipment or completed systems until Punch List work is complete and systems comply with the Contract Documents.